



BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 19 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following positions under the GF funding mechanism.

Location: BZ Head Offices in East London, Eastern Cape.

Contract duration: One Year Fixed Contract.

Anticipated start date: 1 March,2021

Closing date for applications: 11 March, 2021 by close of business

Remuneration: Market related.

MONITORING & EVALUATION OFFICER: (1 X FREE STATE)

Duties & Responsibilities:

1. Data Collection
 - Regular visits to the SRs to ensure quality of data collected and adherence to data collection processes
 - Coordinate data collection on a monthly /quarterly basis to ensure submission within set timelines using standardised data collection tools
 - Ensure data collection is in alignment to GF data management policies and procedures at the level of the SRs
2. Data validation and verification
 - Conduct data validation and verification periodically, checking reported data against data from source documents
 - Conduct routine data de-duplication on cohorts as per guidance from the PR in line with GF reporting guidelines
 - Conduct routine data quality audits and develop plans to rectify any identified data collection and management gaps and challenges
 - Working closely with the M & E Manager, ensure that donor, partner and management data queries are addressed in an accurate and timely manner
3. Routine Program Performance Monitoring and Compliance Reporting
 - Working closely with the M & E Manager, compile routine program performance monitoring reports as per donor reporting requirements, monthly, quarterly and annually
 - Compile ad hoc reports as and when required
 - Working closely with the SR M&E teams, consistently review progress towards set targets using customised dashboards through the course of the project implementation phase
 - Provide on-going feedback to SRs on a monthly basis using data for evidence based planning
4. Capacity building, mentoring, coaching and supportive supervision



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- a. Build capacity of SR M&E teams on data collections systems and procedures;
 - b. Routinely provide on-site mentoring, coaching and supportive supervision to SR M&E teams;
 - c. Conduct routine M&E data review meetings to analyse data with SR, develop M&E related action plans on gaps identified, sharing lessons learnt and best practices
5. Other
- o Lead and facilitate GF related program evaluations working closely with SR M&E Teams
 - o Document lessons learnt and develop case studies using qualitative data collection and analysis techniques.
 - o Participate in any other duties as assigned by the M&E Manager

Minimum Requirements

- o Degree or equivalent qualification in M&E, Information management, Social Sciences or Statistics
- o Minimum 3 – 5 years working experience in Strategic Information Management
- o Experience in data management and reporting systems including tools development, data capturing, analysis and report writing; Minimum 3 years working experience in monitoring and evaluation in the context of international donor funded project/s
- o Working knowledge of health information management systems in South Africa preferably TIER. Net, HPRS, DHIS 2 and other patient management systems
- o Proven high level proficiency in quantitative data analysis and management of large datasets using Stata, SPSS and other analytics platforms
- o Highly meticulous, innovative, analytical, results oriented, team player and creative individual with attention to detail
- o Ability to network, collaborate and advocate with SR teams, DOH and other relevant stakeholders
- o Highly computer literate MS Office suite
- o Good communication skills including good command of English both oral and written
- o Ability to work in highly pressurized work environment with very tight deadlines
- o Valid driver's license and ability to travel extensively

By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.

To Apply: cover letters clearly stating the Position being applied for CVs, and copies of qualifications must be forwarded to gfrecruitment@beyondzero.org.za

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only. Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions. None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa. Beyond Zero is an equal opportunity employer. Candidates from key vulnerable populations are encouraged to apply